



## **Nashua Conservation Commission**

### **Wetlands Review Process**

1. Please abide by the schedule of meeting and application deadline dates for the Nashua Conservation Commission (NCC). The NCC meets twice a month on the first and third Tuesday at 7:00 p.m. in Room 208, 2<sup>nd</sup> floor, Nashua City Hall. The Commission meets once a month in July and August. For more information, contact the Planning Department at 589-3090.
2. Per Chapter 16 of the Nashua Revised Ordinance – *“Before any application can be placed on the agenda of the Conservation Commission for action, the following fee shall be paid:*
  - a. *Two hundred seventy-five dollars (\$275.00) for any project that requires a site plan or subdivision to be filed with the Planning Board.*
  - b. *One hundred and ten dollars (\$110.00) for all other applications.”*
3. **Wetlands Application Review Form:** The *Wetland Application Review Form* and accompanying material must be completed by all applicants for the Preliminary meeting. Three (3) copies must be submitted to Nashua Planning Department -- Attention: Chris Sullivan; and 1 copy mailed to each NCC Commissioner and Associate Member to be received no later than one week prior to the first NCC meeting. Please schedule agenda requests through Chris Sullivan, 589-3111 or [sullivanc@ci.nashua.nh.us](mailto:sullivanc@ci.nashua.nh.us). NCC application materials and contact list are available on-line.
4. **Preliminary Meeting:** At the preliminary meeting, the applicant makes a brief presentation (15 minutes) on the project and schedules a site walk. In addition to the *Wetlands Application Review Form*, applicants with Internet access shall provide a GIS map showing proposed project area and water resources in the vicinity ([www.gonashua.com](http://www.gonashua.com)). The *Wetlands and Buffer Delineation and Protection Plan* (WBDPP) is an NCC form that lists additional narrative and mapping that is required for most projects to complete the application process. The applicant may submit a preliminary WBDPP to the Planner and Commissioners for their review.
5. **Site Walk:** At the site walk, the applicant may be informed if any additional documentation or a WBDPP is required to assess the project.
6. **Wetlands and Buffer Delineation and Protection Plan (WBDPP):** This form is available electronically. It must be received by Commissioners and Associate members by the Tuesday prior to the scheduled meeting.
7. **Second meeting:** The Applicant presents the project, and addresses the criteria for wetlands and buffer impact. 45 minutes will be allocated for this presentation and discussion. If Commissioners determine that: (a) the application process and subsequent WBDPP is complete and concerns have been addressed; and (b) Planning Staff comments have been provided, the NCC votes to recommend a favorable or unfavorable recommendation to the Zoning Board of Adjustment.

If the Commissioners determine the WBDPP is not complete enough to evaluate and/or address project impacts, the Applicant will be requested to return to a subsequent meeting with additional information.

Note: Please do not use signature-required mailing; it may slow the process.